

Reschedule a Session (with a new date)

When to use: When you need to change the start date of a session after it has been activated.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter your **USERNAME** and **PASSWORD**.
- 3) Click **LOGIN**.

Select Session

- 1) Under **SESSIONS** tab, click **Manage Session**.
- 2) Click on the Session Name to access the Session Snapshot.

Reschedule Session

- 1) Click **Cancel/Reschedule Session**.
- 2) Click **Reschedule Session**.
- 3) Click **Reschedule Date Known**.
- 4) Enter the new Start Date and End Date.
- 5) Click **Save**.

Activate Session

- 1) Check session settings to ensure correct dates for the rescheduled session.
- 2) Click **Activate Session** for new workflows – invitations, reminders – to resume.

For further questions, please email support@tracom.com.